

Workshop II: Punctuality/ Dependability

Materials: Power Point II , **Late Game** flashcards (4 sets), 4 corner signs (**person, transportation, money, emotion/feeling**), set of dice (at least 1 die), copies of article : *One Trait That Can Make or Break Your Reputation in Business*, Exit Ticket

Activity 1: The Late Game

(Estimated Time: 25-35 minutes total, including distribution of materials, instructions and playing time)

Purpose: Employees experience the impact of late members on the teams' effort to compete for the most points.

Procedure:

1. Facilitator makes random grouping teams - no larger than 5.
2. Each employee rolls the die one time. Rolling a 1, 2 or 3 equals the employee will have to sit out of the game for the number of minutes rolled.
3. Facilitator hands out the flashcards in random order to all employees on teams (1 set per team), instructing employees not to look at the cards before the game clock starts. (Those who may have rolled a 1, 2 or 3 do receive cards and rejoin team after they have sat out their number of minutes). Each employee should have an equal number of cards whenever possible.
4. Facilitator starts a stopwatch (7 to 10 minutes) and instructs employees to work with team members to match the flashcards into sets of 3. Facilitator is the gatekeeper for those who rolled a 1, 2 or 3 to rejoin team.
5. When time is up, teams compare score and facilitator identifies the winning team.

Questions to help employees understand the impact of lateness on the team.

Describe the impact of lateness on the team:

- How were the individual team members affected?
- What emotions did you experience related to you or someone else being late during this activity?
- How would employee lateness affect the manager or boss? What emotions might they be feeling?

Activity 2: Snowball Activity (Estimated Time: 25-30 minutes)

Purpose: Employees reflect and discuss on the impact of lateness in the workplace and anticipate a boss' reaction to excuses for lateness.

Procedure:

1. Employees write one experience where they were late for something and explain why.
2. *Facilitator hangs 4 corner signs (**person, transportation, money, emotion/feeling**) while employees are writing.*
3. Facilitator direct employees to ball up their paper and throw the paper ball to the matching corner of the room.

Activity 2: Snowball Activity cont.

4. Facilitator asks employees to pick up a ball from a different corner than where they threw their own. Employees stay in the corner with their chosen snowball. (*Facilitator ensures even grouping by repositioning employees or adjusting signage, as needed.*)
5. **Facilitator poses question for small group discussion.** (Provide approx. 5 minutes)
 - Put yourself in the bosses' shoes and choose one of the possible reactions from the 0-5 scale for each excuse. **Facilitator displays 0-5 scale PPT slide.**
6. Facilitator instructs employees to pick the best excuse from their group and justify the rating.
7. **"Staff Meeting" or whole group share out of the best excuse and justification.**

Literacy Component

One Trait That Can Make or Break Your Reputation in Business, by Jennifer Cohen - Contributor

<http://www.forbes.com/sites/jennifercohen/2014/05/12/1-trait-that-can-make-or-break-your-reputation-in-business/#4805789c1e14>

Procedure:

1. Display Power Point Slides with vocabulary definitions for Pre-Reading discussion.
2. Facilitator reads highlighted portions of article aloud as employees follow along.
3. Facilitator guides whole group discussion of article.
 - ✓ I can relate to.....
 - ✓ The most important piece of advice was....
 - ✓ I agree/disagree with.....
 - ✓ This information will help me.....

Closing

1. Employees complete Exit Ticket.